



## **New Realtor® Checklist**

Set up email signature - Outlook

Set up email signature – Phone

[Joined Long & Foster Fredericksburg Private Agent Group](#)

Installed the LFFRED app on your phone

Visit & “LIKE” the office Facebook Pages

<https://www.facebook.com/LongandFosterStafford>

<https://www.facebook.com/fredericksburgvarealestateeducation>

<https://www.facebook.com/FredericksburgRealtorVirginia>

[Accessed the Long & Foster Video Training Library](#)

Attended Long & Foster Onboarding (ZOOM) *(Watch for your email invitation)*

Professional Head Shot Taken

Set up Facebook Business Page

[Set up LinkedIn Page](#)

[Set up Instagram Business Page](#)

[Set up & published Long & Foster Agent Website](#)

## **See Chrystine to ensure that:**

Business Cards Ordered

Name Bade Ordered

Sign Riders Ordered

## **After License Is Issued By DPOR:**

[Joined FAAR](#) *Make a note of your NRDS # when you join*

[Joined MLS](#) *Broker Code is LNG66*

[Joined Sentrilock](#)

[Set up personal profile on realtor.com](#)

[Sing up for FREE Inman News Subscription](#)

